

Sandford St Martin Parish Council

MINUTES 20240919

SEPTEMBER 19, 2024 7.00 PM SANDFORD ST MARTIN PARISH HALL

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| ATTENDEES | Paul Catling, David Chandler, Paul North, Emily Wheeler-Booth Clerk WODC Cllr Jackson Members of the public - 1 |
| ABSENT | Louise Davidson |

1437 Welcome from the Chair

Cllr North welcomed everyone to the meeting.

1438 To receive apologies for absence

Cllr Davidson

1439 To receive declarations of interest from Members regarding items on the agenda

None.

1440 To approve and sign the minutes of the meeting on 16 May 2024

It was **resolved** to approve the minutes of the meeting on 16 May 2024. The minutes were signed by the Chair.

1441 Public participation – to allow members of the public/press to comment on any item on the agenda or bring any matter to the attention of the Council. In accordance with Standing Orders this shall not exceed 15 minutes in total, and 3 minutes per person

None.

1442 To receive reports from County and District Councillors

WODC Cllr Jackson advised that as a “Superuser” he can report blocked drains, loose kerbstones and potholes to be repaired. Unfortunately, as Superusers can only work within 30mph zones, he is unable to report on issues in Ledwell.

1443 To receive and comment on the Clerk’s report

The Clerk’s report was received and noted.

Planning and enforcement

**1444 24/02009/HHD – Installation of ASHP on flat roof to rear of house
Green Rise, Ledwell**

It was **resolved** not to comment on this application.

**1445 24/02128/HHD – Addition of two air source heat pumps
Appletree House, Ledwell**

It was **resolved** not to comment on this application.

**1446 24/02129/LBC – Addition of two air source heat pumps, removal of oil tank, new internal cylinder, and associated pipe work
Appletree House, Ledwell**

It was **resolved** not to comment on this application.

1447 Any planning applications or enforcement notices received before the date of the meeting

None.

1448 To receive an update from the Mullin Automotive Museum Community Forum Meeting of 11 June 2024 and agree actions

An update from the Mullin Automotive Museum Community Forum Meeting of 11 June 2024 was received from Cllr North. It was noted that works might commence in 2026, and that the construction could take two to three years.

1449 Update of previous planning applications and enforcement actions

22/01697/HHD – Installation of a T3 aerial

Park Farm House, Ledwell Road, Sandford St Martin – Under consideration

24/00566/HHD – Erection of detached outbuilding (garden studio)

Brandon House, Manor Road, Sandford St Martin – Approved, 14 May 2024

Signed

(Chairman)

Date

Sandford St Martin Parish Council

24/00837/HHD – External alterations to existing single storey rear extension to include replacement of windows and doors to rear elevation along with replacement and relocation of roof lights, rendering cheeks of existing dormers, replacement rainwater goods and repairs and repointing of the existing chimney

Clover Hall, Manor Road, Sandford St Martin – Approved, 07 June 2024

24/00838/LBC – External alterations to existing single storey rear extension to include replacement of windows and doors to rear elevation along with replacement and relocation of rooflights, rendering cheeks of existing dormers, replacement rainwater goods and repairs and repointing of the existing chimney. Internal alterations to include changes to floor layouts, replacement and relocation of radiators along with removal of modern hearth and lining of existing flues

Clover Hall, Manor Road, Sandford St Martin – Approved, 07 June 2024

24/01206/LBC – Internal and external alterations to include alterations to 1960's extension to create new Boot Room entrance, window alteration to form new double doors, reinstatement of original sashgate to South Elevation and relocation of kitchen

Sandford Park, Ledwell Road, Sandford St Martin – Approved, 13 September 2024

1450 To consider the West Oxfordshire Community Infrastructure Levy (CIL) Draft Charging Schedule consultation and agree actions

It was **resolved** not to comment on the CIL Draft Charging Schedule.

1451 To consider the NPPF consultation and agree actions

It was **resolved** not to comment on the NPPF consultation.

Parish Maintenance

1452 To receive updates regarding parish maintenance matters and agree actions

It was noted that the signpost in Ledwell had been cleaned, and that it is planned to repaint the signpost next year.

1453 To receive an update regarding the insurance claim for the damaged village gate and agree actions

It was noted that the insurance claim has been paid, and a purchase order has been raised for a replacement village gate in Sandford St Martin.

1454 To consider the 2025 mowing contract and regime for Ledwell Village Green and agree actions

It was **resolved** to investigate options and bring this motion back to the December council meeting.

1455 To consider salt bags and salt bins for the parish and agree actions

It was **resolved** to order a free pallet of salt bags from OCC, to be delivered to Ledwell.

Parish Hall

1456 To receive updates regarding the Parish Hall and the Parish Hall Management Committee and agree actions

An update was received regarding the Parish Hall and the Parish Hall Management Committee.

1457 To receive an update regarding the broadband installation for the Parish Hall and agree actions

It was noted that the PCC had approved the installation of broadband in the Parish Hall by Wurzel. It was noted that a purchase order had been raised with Wurzel for the broadband installation, which has been scheduled for 10th October 2024.

Environment

1458 To receive an update regarding the formation of a group to undertake an environmental baseline survey and agree actions

Cllr North advised that a group in Ledwell has been investigating various environmental matters.

Community

1459 To receive an update regarding village events and meetings this year and agree actions

An update was received regarding previous and future events and meetings.

It was **resolved** to give a donation of £40 to the PCC for the Carols by the Lychgate event.

Signed

(Chairman)

Date

Sandford St Martin Parish Council

1460 To consider investigating the installation of a mobile phone mast in the parish and agree actions

It was **resolved** that Cllr Catling would investigate installing a mobile phone mast in the parish and provide a report to Council at the next council meeting.

1461 To note the temporary road closure from Ledwell to Great Tew from 28 October 2024 for six days

The temporary road closure from Ledwell to Great Tew from 28 October 2024 for six days was noted.

1462 To consider a report from Cllr North following a meeting with OCC Highways and agree actions

Cllr North gave a report regarding a meeting with OCC Highways. It was **resolved** to write to OCC regarding Ledwell Road issues.

2025-2026 Action Plan and Budget

1463 To consider the draft action plan for 2025-2026 and agree actions

The draft action plan for 2025-2026 was considered.

It was **resolved** to move the Traffic Calming section to a "Future Project" line.

It was noted that the Action Plan will be approved at the December council meeting.

1464 To consider the draft budget for 2025-2026 and agree actions

The draft budget for 2025-2026 was considered.

It was noted that the draft budget for 2025-2026 will be considered and approved at the December council meeting.

Finance

1465 To ratify expenditure since the last meeting

It was **resolved** to approve the following:

| | | | |
|----------------------------|--------------------------------------|---------|---------------|
| Clerk salary | May 2024 | | SO / transfer |
| HMRC | PAYE/NI – May 2024 (paid quarterly) | | DD |
| OCC Pension Fund | May 2024 | | bank transfer |
| Clerk salary | June 2024 | | SO / transfer |
| HMRC | PAYE/NI – June 2024 (paid quarterly) | | DD |
| OCC Pension Fund | June 2024 | | bank transfer |
| TP Jones & Co LLP | Payroll – Apr-Jun | £64.40 | bank transfer |
| Unity Trust Bank | Bank charges – June | £18.00 | bank transfer |
| Clerk salary | July 2024 | | SO / transfer |
| HMRC | PAYE/NI – July 2024 (paid quarterly) | | DD |
| OCC Pension Fund | July 2024 | | bank transfer |
| SLCC | Membership fee (part) | £41.16 | bank transfer |
| SSM PCC | Churchyard grass cutting | £250.00 | bank transfer |
| Kingham Gardening Services | Grass cutting – May | £45.00 | bank transfer |
| Clerk salary | August 2024 | | SO / transfer |
| HMRC | PAYE/NI – August (paid quarterly) | | DD |
| OCC Pension | August 2024 | | bank transfer |

1466 To approve the current payments

It was **resolved** to approve the following:

| | | | |
|----------------------------|--------------------------------------|---------|---------------|
| Anne Ogilvie | Clerk reimbursement | £138.95 | bank transfer |
| SLCC Enterprises | National Conference (part) | £46.50 | bank transfer |
| OCC Pension | September 2024 | | bank transfer |
| SSM PCC | Churchyard grass cutting | £250.00 | bank transfer |
| Bitdefender | Small business security | £20.99 | bank transfer |
| Clerk salary | September 2024 | | SO / transfer |
| HMRC | PAYE/NI – September (paid quarterly) | | DD |
| Chadlington Parish Council | Training contribution – Fin Regs | £13.75 | bank transfer |

1467 To instruct bank signatories to sign the approved payments or process the bank transfers

It was **resolved** that Cllr Wheeler-Booth and Cllr North would authorise the bank transfers.

Signed

(Chairman)

Date

Sandford St Martin Parish Council

1468 To note monies received

| | | |
|------------------|---------------------------------|-----------|
| WODC | 2 nd half of precept | £4,574.50 |
| Zurich Municipal | Insurance claim – Village Gate | £1,437.18 |

1469 To receive an update of the current status of the bank accounts

Barclays current account as of 27 August 2024 - £0.00
Unity Trust current account as of 31 August 2024 - £14,262.00

1470 To approve the bank reconciliations

It was **resolved** to approve the following bank reconciliations:
Barclays current account: 24 May 2024, 27 June 2024, 26 July 2024, 27 August 2024.
Unity Trust current account: 31 May 2024, 03 June 2024, 31 July 2024, 31 August 2024.

1471 To approve the finance update

The finance update to 31 August 2024 was reviewed.
Receipts - £6,236.68
Payments - £2,945.29
Balance - £13,799.52
It was **resolved** to approve the finance update.

1472 To approve the budget update

It was noted that 32% of the budget had been used to 31 August 2024.
It was noted that the Clerk's salary and employer pension budget lines will be overbudget by the end of the year due to the increase in the Clerk's hours.
It was noted that that the SLCC membership line is overbudget by £1.16.
It was **resolved** to approve the budget update.

1473 To approve the reserves update

The reserves were reviewed.
It was noted that as of 31 August 2024:
Earmarked reserves were £327.05 – no earmarked reserves have been used
General reserves were £11,607.53 - £1,437.38 has been added (insurance claim)
It was **resolved** to approve the reserves update.

1474 To consider the funding request from the Barton Bulletin and agree actions

The funding request from the Barton Bulletin for £90 was considered.
It was **resolved** to give a donation to the Barton Bulletin of £90 - £75 from budget funds, and £15 from general reserves.

Administration and policies

1475 To consider training options for the Councillors and Clerk, and agree actions

Training options for the Councillors and Clerk were considered.
It was **resolved** to approve the Clerk to attend OALC's Financial Regulations training, sharing the cost with other councils, at a cost of £13.75.

1476 To undertake a review of effectiveness of the 2023-2024 internal audit and agree actions

It was **resolved** to approve the Review of Effectiveness of the 2023-2024 internal audit.

1477 To consider a new internal auditor for 2024-2025 and agree actions

Quotations for a new internal auditor for 2024-2025 were considered.
It was **resolved** to appoint Theresa Goss as the internal auditor for 2024-2025, at a cost of £200.

1478 To consider a new website, domain and email addresses for the council and agree actions

Quotations for a new website, domain and email addresses were considered.
It was **resolved** to contract Parish Online to provide a new website and email service for the council, and purchase a .gov.uk domain for the Council, at a cost of £315.
It was **resolved** to request sandfordstmartin-pc.gov.uk as the new domain.

1479 To consider OALC's subscription proposal and agree actions

It was **resolved** to approve OALC's subscription proposal.

1480 To review and approve the risk assessment

It was **resolved** to approve the risk assessment.

Signed

(Chairman)

Date

Sandford St Martin Parish Council

1481 **To review and approve the Disciplinary and Grievance Policy**
It was **resolved** to approve the Disciplinary and Grievance Policy.

1482 **To review and approve the Health and Safety Policy**
It was **resolved** to approve the Health and Safety Policy.

1483 **To review and approve the Training and Development Policy**
It was **resolved** to approve the Training and Development Policy.

1484 **To review and approve the Internal Financial Control Policy**
It was **resolved** to approve the Internal Financial Control Policy.

1485 **To review and approve the Internet Banking Payment Procedure**
It was **resolved** to approve the Internet Banking Payment Procedure.

1486 **To review and approve the Employer Pension Discretionary Policy**
It was **resolved** to approve the Employer Pension Discretionary Policy.

Correspondence and Information

1487 **To receive items for information only**
None.

Next meeting

1488 **To receive requests for items for the next agenda, and note that items and papers for the next agenda must be received at least one week before the next meeting**
No motion requests were received.
It was noted that items and papers for the next agenda must be received at least one week before the next meeting.

1489 **Next meeting – to note the date and time of the next meeting.**
It was **resolved** to hold the next meeting on Thursday 12th December 2024, at 7.00 pm, at Sandford St Martin Parish Hall.

1490 The meeting was closed at 8.54 pm.

Signed

(Chairman)

Date